18 AGENCY INTERFACES

18.1 Agency Interfaces Overview

This section provides an overview of policies affecting agency interfaces to ISIS. Detail information about interfaces is found in the *Agency Interface Guide* that is available from OSIS.

18.1.1 Agency Interface Policies

The following policies apply to ISIS agency interfaces:

·   Agencies may establish interfaces between their subsystems and ISIS for the purpose of entering transactions, if approved by OSRAP. Interfaces will be limited to those for which entering data manually is not practical and for which the interface is technically feasible at a reasonable cost.

·   The form of the interface must be agreed upon by the agency, OSRAP, and OSIS, and must obtain security clearance from OSIS.

·   Agencies are responsible for creating, editing, and correcting data following specifications established by OSIS.

·   Interfaces must comply with specific Data Processing requirements established by OSIS.

·   Transactions created by the interface must comply to the record format required by OSIS for each transaction type. Transactions may be created in either a single entry or batch mode.

·   Documenting number on transaction interfaces must comply with the Document Numbering Policies found in the Document Numbering section of this manual, (See Section 3.9), or as prescribed by OSIS.

·   If it becomes apparent that an interface in a production mode no longer complies with any of these specifications or standards established by OSIS, transactions will no longer be accepted to post to ISIS until the problem is corrected and the interface retested.

·   Prior to putting an interface into production, the agency must provide OSIS with a test interface. OSIS will develop test data and cases and will thoroughly test the interface.
·   No production transactions will be allowed from the interface until OSIS and OSRAP are satisfied that it has acceptable accuracy and integrity. OSIS will notify OSRAP of test results.

·	OSIS may choose to edit transactions prior to posting them to ISIS if one of the following situations occur:

-	New interface
-	Agency subsystem modified
-	Agency has a history of submitting invalid transaction data

·	Interface transactions submitted to OSIS will be loaded into the document suspense file in ISIS and processed by the next nightly processing cycle according to a schedule determined by OSIS and OSRAP.

·	Prior to posting submitted transactions in the document suspense files to the appropriate tables and ledgers, ISIS passes each transaction through one additional edit process and verifies that budgetary controls will not be violated by posting the transaction. Transactions which fail the final edit or budgetary control check are not posted to tables or ledgers, but remain in the Document Suspense File (SUSF) with error messages attached. These transactions must be corrected online by the submitting agency before they can post. These edits do not apply to Payroll and Department of Health and Hospitals (DHH) interfaces.

·	Interface transactions will not require online approvals.

·	When transactions are submitted to OSIS via an interface, a supporting FORM _____ or other document, as approved by OSIS, must be generated by the submitting agency and forwarded with a transmittal memo to OSIS. This form should clearly indicate that the transactions have been processed using an interface. One copy must also be retained by the submitting agency. The transmittal memo must include:

1.	Transaction date(s)
2.	Batch or transmittal number
3.	Number of transactions that will post to ISIS
4.	File name, tape number, and dataset name that contains the transactions
5.	Dollar amount of the transactions that will post to ISIS
6.	Name and phone number of an agency contact person who can answer related questions

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